

Authorization for Early Childhood Supervisor

Background

Oregon Administrative Rule 581-15-1100 has established the federally required highest qualified personnel standards for the EI/ECSE program and delineates four categories of personnel who provide EI/ECSE services. These personnel include:

- (a) Supervisors;
- (b) Early Intervention and Early Childhood Special Education Specialist;
- (c) Related servers; and
- (d) Early Intervention and Early Childhood Special Education assistants.

The OAR also states the minimum level of education, experience and additional requirements for each of the aforementioned personnel categories and specifically states that:

“Early Childhood Supervisors shall possess a minimum of a masters degree in early childhood education, special education or a related field and have three years experience with infants, toddlers, young children, and families. Supervisors shall meet the requirements of the competency process established by the Department by October 1, 1998 or within 12 months of employment thereafter.”

Early Childhood Supervisor Defined

Early Childhood Supervisors are defined in OAR 581-015-0900 as:

“Professionals who supervise and train staff, design curriculum, and administer early intervention or early childhood special education programs.”

Roles of the Early Childhood Supervisor

The specific roles of the Early Childhood Supervisor are also delineated in OAR 581-015-1106. The OAR states that:

“Responsibilities of the Early Childhood Supervisor may include but are not limited to:

- (a) Oversight of EI/ECSE services;
- (b) Supervision and training of personnel in EI/ECSE programs;
- (c) Serving as administrative representative at Individualized Family Service Plan meetings;
- (d) Facilitating meetings with personnel and families; and
- (e) Facilitating interagency collaboration.”

The Early Childhood Supervisor Authorization

Early Childhood Supervisors performing roles consistent with the aforementioned OARs and without a Teacher Standards and Practices Commission (TSPC) issued administrative license employed on or after October 1, 1998 are required to hold the Early Childhood Supervisor Authorization.

Content of the Early Childhood Supervisor Authorization

The content of the Early Childhood Supervisor Authorization consists of 57 competencies in eight Competency Areas. The areas are: 1) Typical/Atypical Child Development; 2) Assessment; 3) Family; 4) Service Delivery; 5) Program Management; 6) Service Coordination; 7) Research; and 8) Professional Development Values/Ethics. To be recommended for approval candidates must meet the established criterion in a minimum of six of the eight competency areas.

Process for Obtaining the Early Childhood Supervisor Initial Authorization

The process for obtaining the Early Childhood Supervisor Authorization consists of the following steps:

- (1) The candidate obtains a copy of the Supervisor portfolio of the Competencies for Professionals Working in EI/ECSE in Oregon.
- (2) The candidate reviews the application and portfolio material.
- (3) The candidate meets with his/her supervisor to discuss technical assistance available as well as possible documentation for listed competencies to be included in the candidate's portfolio.
- (4) The candidate reviews the examples provided on the website.
- (5) The candidate gathers documentation for the competencies based on the Level of Mastery Key and the Documentation requested for each competency.
- (6) The candidate completes the portfolio.
- (7) The candidate submits the completed application and portfolio to Teaching Research for review by the Authorization Review Panel.
- (8) The Review Panel will recommend approval or disapproval of each candidate's application for Initial Authorization to the State Superintendent of Public Instruction.

- (9) The State Superintendent of Public Instruction, in consideration of the recommendations of the Review Panel, will approve or deny the candidate's application for Initial Authorization.

Who Must Apply for the Early Childhood Supervisor Authorization?

As previously stated, and as required by OAR, all Early Childhood Supervisors employed after October 1, 1998 and who do not have a TSPC issued administrative license must be authorized.

Reauthorization

Initial Authorization is valid for three years. Authorization Renewal is good for five years. Applicants for renewal need to submit their application three months prior to the expiration date of their current authorization. As specified in OAR 581-015-1106, renewal of the Early Childhood Supervisor authorization shall include:

- (a) Provision of documentation from the candidate's supervisor of experience as an EI/ECSE supervisor:
 - (A) For initial renewal, a minimum of two years experience between issuance of initial authorization and renewal application;
 - (B) For subsequent renewal, a minimum of three years experience between previous renewal and current application.
- (b) Provision of documentation of successful completion of the candidate's professional development plan;
- (c) Completion of the EI/ECSE Competency Self-Evaluation;
- (d) Submission of a copy of the candidate's professional development plan for the upcoming period of authorization.